

TOWN OF ELMA PLANNING BOARD
1600 Bowen Road, Elma, New York 14059
Phone: 716-652-3260

MINUTES OF REGULAR MEETING ~October 21, 2025

The Regular Meeting of the Town of Elma Planning Board, hereinafter referred to as the EPB, was held on Tuesday, October 21, 2025, at 7:09 PM in the Elma Town Hall at 1600 Bowen Road, Elma, New York.

PRESENT:

*Chairman Michael Cirocco
Member Michael Cleary
Member Gregory Merkle
Member Charles Putzbach
Member Robert Waver
Phyllis Todoro - Town Attorney*

Raymond Balcerzak - Asst Building Inspector

ABSENT:

*Member James Millard
Alternate James Lembke
James Wyzykiewicz – Town Engineer*

I. Approval of Regular Meeting Minutes from August 19, 2025

Mr. Putzbach motioned to approve the Minutes of the EPB Regular Meeting held on August 19, 2025. Mr. Cleary 2nd motion. Motion approved.

II. Site Plan Review to add a lean to on a 24' x 40' pole barn for Calvary Heights Baptist Church @ 981 Bowen Rd

Applicant – Rev. Kevin Kabel

Kevin Kabel spoke about plans to add a lean to an existing pole building for extra space. The EPB reviewed the checklist.

A motion was made by Michael Cirocco and Seconded by Robert Waver to give preliminary site plan approval for the addition of a lean to Yes-5- No-0 Motion Carried

The EPB reviewed the short form SEQR. Mr. Cirocco made a motion to check box #2 on the SEQR, the motion was seconded by Mr. Cleary. Yes-5 No-0 Motion Carried

*A motion was made by Michael Cirocco and Seconded by Robert Waver to give final site plan approval
Yes-5- No-0 Motion Carried*

III. Site Plan Review for Parking Cars @ 1761 Transit Rd

Applicant- Al Hassan

The applicant, Al Hassan, explained the purpose of the lot is to provide parking for employees and manage overflow vehicles ("details") for his business, Transit Recovery. The submitted site plan proposes a total of 52 parking spaces. The lot's dimensions are approximately 160 feet on one side and 120 feet on the other. The layout includes open lanes to allow for vehicle and plow access. Town code permits businesses to use another site for employee parking if it is within 600 feet of the primary location. The board noted this site is "close" to meeting that requirement. The board observed that some vehicles on the lot did not have plates. The applicant clarified these were "details" brought from other dealers using transporter plates and were not vehicles under repair.

III. Site Plan Review for Parking Cars @ 1761 Transit Rd

Applicant- Al Hassan

The property is located in a C2 zone and falls within the design guide, which should not be negatively impacted by the proposal. The property has existing lighting on the back of the building that requires bulb replacements, but no additional lighting is planned.

Access is available from Transit Rd through an adjacent property via an easement.

A review confirmed no new curb is needed. The existing screening is sufficient, and there is no need for additional water service.

The applicant plans to have two vehicles for sale on the property. The property is zoned for automotive use, but a discussion arose about whether a special use permit is required for vehicle sales due to a "gap in the code" (referencing code 144-44 E). It was determined that the applicant must obtain a special use permit and a business use permit from the town board to proceed with selling vehicles.

*A motion was made by Michael Cirocco and Seconded by Gregory Merkle to give preliminary site plan approval contingent on applicant getting approval from the fire department and town engineer as well as a business use permit approved by the Elma Town Board and a special use permit to sell the 2 vehicles
Yes-5- No-0 Motion Carried*

The EPB reviewed the short form SEQR. Mr. Cirocco made a motion to check box #2 on the SEQR, the motion was seconded by Mr. Waver. Yes-5 No-0 Motion Carried

*A motion was made by Michael Cirocco and Seconded by Michael Cleary to give final site plan approval contingent on applicant getting approval from the fire department and town engineer as well as a business use permit approved by the Elma Town Board and a special use permit to sell the 2 vehicles
Yes-5- No-0 Motion Carried*

IV. Site Plan Review for Parking Cars @ 101 Jamison Rd

Applicant- Al Hassan

This application is for storage of 70 vehicles at 101 Jameson Road. No vehicles will be sold from this location. The EPB reviewed the checklist. The site is zoned as C2. The town engineer must review the site's drainage plan, as it will be all millings. The primary concern was vehicle access. It was clarified that only smaller flatbeds (one or two-car carriers) can access the site, not large tractor-trailers. A letter from the fire department is required regarding water access for fire safety. No additional landscaping is required.

IV. Site Plan Review for Parking Cars @ 101 Jamison Rd

Applicant- Al Hassan

A motion was made by Michael Cirocco and Seconded by Michael Cleary to give preliminary site plan approval contingent on applicant getting approval from the fire department and town engineer as

Yes-5- No-0 Motion Carried

The EPB reviewed the short form SEQR. Mr. Cirocco made a motion to check box #2 on the SEQR, the motion was seconded by Mr. Cleary. Yes-5 No-0 Motion Carried

A motion was made by Charles Putzbach and Seconded by Michael Cleary to give final site plan approval contingent on applicant getting approval from the fire department and town engineer

Yes-5- No-0 Motion Carried

V. Adjourn

Motion to adjourn at 8:04 PM by unanimous consent.

Respectfully submitted,

Barbara Blair

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Elma Planning Board Secretary